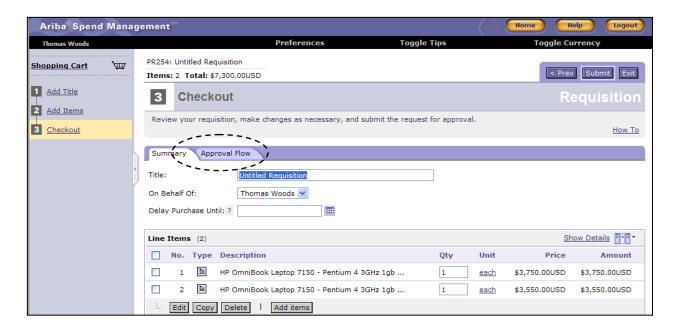


Approval Flows

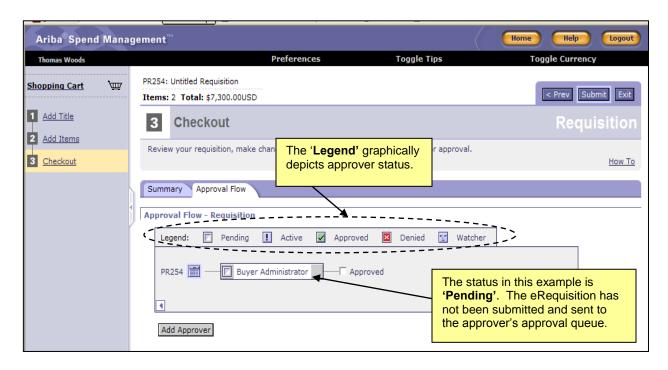
Approval flows are system generated based on the user's designated management level, or amount they are allowed to purchase before a supervisor is added to their eRequisition. Some state agencies also have approval flows generated based on the commodity code selected for the item on the eRequisition (e.g., IT commodity). The approval flow for an eRequisition can be seen on the Approval Flow tab on the Checkout page. Users cannot modify their standard approval flow; however, they can add additional approvers.

Note: Not all agencies use the approval flow functionality. Some LEA's will continue to approve eRequisitions in their designated financial system.



1. To view the approval flow for the eRequisition, click the Approval Flow tab from the Checkout page. The Approval Flow tab is displayed.



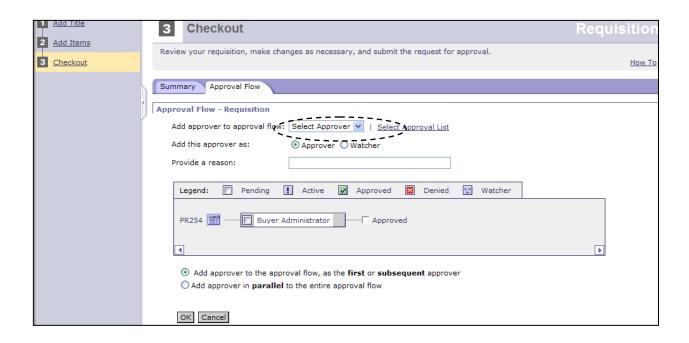


2. Click the 'Add Approver' button to add additional approvers to the existing approval flow. Approvers added by the original requestor can be added in parallel. Approvers added by another approver can be added as the first or subsequent approver.

Note: The Legend indicates the status of the eRequisition as it moves through the approval flow.

- Pending: Indicates the eRequisition has not been sent to the approver for approval.
- Active: Indicates the eRequisition is currently in the approver's approval queue awaiting approval.
- Approved: Indicates the eRequisition has been approved by the designated approver.
- **Denied:** Indicates the request has been denied by the approver. The user should review the comments section of the eRequisition for comments added by the approver indicating why the request was denied.
- **Watcher:** Indicates the approver in the approval flow is optional. A watcher's approver is not required on the eRequisition for it to be fully approved.





Select the desired approver in the 'Add Approver to approval flow' dropdown box. If the
approver's name does not appear in the dropdown box, select 'Other...' to search for the
designated approver.

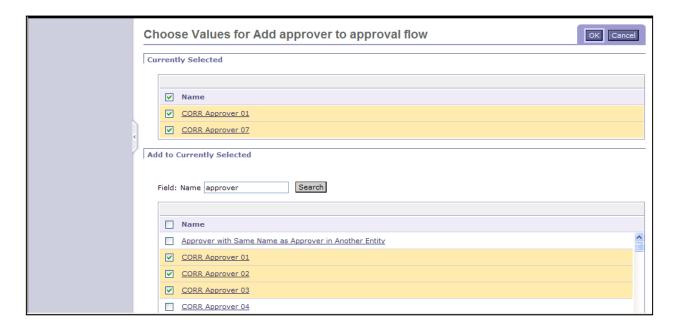
Note: Purchase & Contract or ITS must be manually added to the approval flow for eRequisitions over agency delegation. This can be done by the requestor or a subsequent approver. For non-IT purchases over agency delegation, the State Purchase and Contract Approver must be added to the end of the flow. For IT purchases over agency delegation, the Statewide IT Procurement Approver must be added to the end of the approval flow. Both the State Purchase and Contract Approver and the State IT Procurement Approver can be located by searching on the word **'State'**. Be certain to select State IT Procurement Officer and NOT the ITSS Chief Procurement Officer.

Note: Approvers can also be added as watchers. A watcher will receive the eRequisition in their approval queue but is their approval is not required for the eRequisition to proceed in the approval flow.

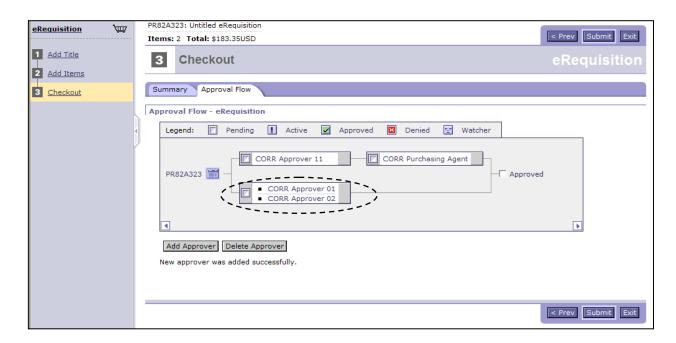
Note: Only approvers that have been manually added to the approval flow can be deleted. The user that manually added the approver must be the one to delete them.

- 4. Users may also add an approver list when adding approvers to an eRequisition. To do so, click the 'Select Approver List' link.
- 5. Search for the desired approvers by entering the approver name in the 'Name' field and clicking the 'Search' button.





- 6. Place a checkmark in the checkbox beside each approver to be added and click the 'OK' button.
- 7. Select whether the approvers are required or optional. Click the '**OK**' button.



8. Selected approvers are added to the flow.